

TAB

25 JUN 1958

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COMPTROLLER INSTRUCTION NO. 58

SUBJECT: General - Duty Outside of U.S.

Specific - Collection of data on duty performed by Staff Employees Outside of the United States.

1. PURPOSE

The purpose of this Instruction is to provide interim procedures for abstracting from records in the Office of the Comptroller, data concerning duty performed by staff employees and staff agents outside of the United States on and after 1 July 1958, so that such data may be made a part of appropriate Agency personnel records in the Office of Personnel.

2. POLICY

The Office of the Comptroller will prepare reports of data on periods of service performed by all staff employees and staff agents while overseas or outside of the continental limits of the United States, and forward the verified data to the Office of Personnel for record purposes.

3. GENERAL

- a. All staff employees and staff agents of the Agency serving tours of duty at posts outside of the United States or traveling on temporary duty from the United States and return to the United States shall have such periods of service or duty reported for personnel record purposes. U.S. Territories and Possessions will be considered outside of the United States for purposes of these data. Overseas duty of U.S. citizens hired abroad as staff employees or staff agents will be reported, even though there is no transfer from the States to a post overseas.

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- b. Periods of leave, including annual, sick, LWOP, etc., will be disregarded and no adjustment will be required for them when they occur during a period of permanent assignment or TDY travel outside of the U.S.
- c. Temporary duty travel from stations outside of the United States to other overseas stations or to headquarters and return will not be reported and no adjustment of a PCS period of service will be required therefor.

4. PROCEDURES

- a. The Fiscal and Finance Divisions shall prepare an original only of Form No. 1451a, Verified Record of Overseas Service, for all service outside of the U.S. of staff employees and staff agents. The verified reports will be sent to Office of Personnel where the reports for staff agents will be segregated from those for staff employees. See Attachment.
- b. Specific instructions for the preparation of Form No. 1451a, are as follows:
  - (1) Employee Serial No. This block will be completed in the Office of Personnel to show the employee serial number (index number) as assigned to all individuals by the Office of Personnel.
  - (2) Name of Individual. Insert the name (true name for staff employees and pseudonym for staff agents) exactly as it appears on the payroll records or the travel order, with the last name first, followed by the first name and middle name or initial. Designate pseudonyms when used, by the addition of (P).
  - (3) Office/Component. This block will be completed in the Office of Personnel.
  - (4) PCS-Type of Data. In the "Code" box, insert the appropriate code number to indicate the type of PCS data reported as follows:

"1" Basic data

"3" Correction

"5" Cancellation

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Insert either the date of arrival at a station or the date of departure from a station, but not both. Add the name of the country, island, or possession where the station is located. (Use the following numeric method of expressing dates. For example, July 12, 1958 will be reported as: month "07", day "12", and year "58").

(5) TDY-Type of Data. In the "Code" box, insert the appropriate code number to indicate the type of TDY data reported as follows:

"2" Basic data

"4" Correction

"6" Cancellation

Report only completed TDY travel giving the date of departure as the date of actual departure from the U.S. and the date of return as the date of actual re-entry into the U.S. Adjustments for excess travel time or leave are not required. Add the name of the geographic area (or areas) visited such as "WH" or "WE and SE". This will be converted to a code in the Office of Personnel. Prepare Form No. 1451a only after receipt of the final travel voucher. (Use the numeric method of expressing dates as explained in the preceding paragraph.)

(6) Source of Record Document. Identify the source document from which the data were taken by checking an appropriate box. Add any pertinent document number, date, or period for reference so that the original source document can be identified and examined again. The source documents to be used will be as follows:

<u>Type of Data</u>	<u>Source Documents</u>
TDY Assignments	Travel Vouchers
PCS Assignments	Travel Vouchers, Cables, Dispatches, Duty Status or Time and Attendance Reports, or other documents as appropriate.

(7) Remarks. Use as necessary for explanations or additional identification of source document, etc.

(8) Prepared By. Check appropriate space to indicate Division preparing the record.

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(9) Annotation of Report. Whenever a Verified Record of Overseas Service is prepared, the source document shall be annotated and the appropriate box on Form No. 1451a will be checked. Internal controls shall be established within Fiscal and Finance Divisions to prevent oversights or duplication.

(10) Date. Indicate the date of preparation of the form.

(11) Verified Correct. Designated individuals shall sign the form indicating that the information contained therein was verified from records received in the Office of the Comptroller.

c. Completed reports shall be forwarded to the Statistical Reporting Branch, Office of Personnel, Room 192 Curie Hall.

5. INAUGURATION OF REPORTS

a. The reports required by this instruction shall be prepared for all staff employees and staff agents who depart PCS for or return PCS from a station outside of the U.S. and for all U.S. citizens hired abroad on or after 1 July 1958. This recognizes that only a return date will be given to the Office of Personnel for those individuals who departed to the field prior to 1 July 1958 and only a termination date will be reported for those U.S. citizens who were employed abroad prior to 1 July 1958.

b. Reports on TDY travel for all staff employees and staff agents shall be prepared for periods of travel from the U.S. to points outside of the continental limits of the U.S. and return, which are completed subsequent to 1 July 1958. A trip which began prior to 1 July but was completed on or after 1 July shall be reported, as will all TDY travel which begins or ends after 1 July 1958.

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Deputy Comptroller

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